**Referral Letter Sample**

**[Your Name]  
[Your Title]  
[Your Company/Organization Name]  
[Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]**

**[Date]**

**[Recipient’s Name]  
[Recipient’s Title]  
[Company/Organization Name]  
[Address]  
[City, State, Zip Code]**

**Dear [Recipient’s Name],**

**I am writing to refer [Name of Referee] for [specific reason]. [Name of Referee] has been a [relationship to you] for [duration of relationship] and has consistently demonstrated [specific qualities or skills].**

**During our time together, [Name of Referee] has shown exceptional abilities in [relevant field or skill]. Their [specific accomplishment or characteristic] is particularly noteworthy. I believe they would be a valuable asset to your [company/organization/team].**

**Details of Referral:**

* **Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
* **Position/Reason for Referral: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
* **Relevant Skills/Qualities: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**I am confident that [Name of Referee] will excel in this role and contribute positively to your [company/organization/team]. Please feel free to contact me if you need any additional information.**

**Sincerely,**

**[Your Name]  
[Your Title]**